



## CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Consider the Process Regarding Appointments to Various City Boards, Committees and Commissions

**MEETING DATE:** February 2, 2011

**PREPARED BY:** Randi Johl, City Clerk

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**RECOMMENDED ACTION:** Consider the process regarding appointments to various City boards, committees and commissions.

**BACKGROUND INFORMATION:** Staff brings this item forward for Council consideration as a follow-up to the request made by Council at the January 5, 2011 City Council meeting.

Resolution No. 2003-156 and Council Protocol Manual Section 5.2 sets forth the process associated with appointment to the City's boards, committees and commissions. The process generally includes the (1) posting of a vacant position for thirty days, (2) review of the applications and possible interviews by the Mayor, (3) recommendation for appointment by the Mayor, and **(4)** ratification of the recommendation by a majority of the City Council.

It is recommended that the City Council consider the item and provide staff direction accordingly.

**FISCAL IMPACT:** Not applicable at this time.

**FUNDING AVAILABLE:** Not applicable at this time.

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Randi Johl  
City Clerk

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APPROVED:

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Konrad Bartlam, City Manager

RESOLUTION NO. 2003-156

A RESOLUTION OF THE LODI CITY COUNCIL ESTABLISHING CITY  
COUNCIL POLICY REGARDING APPOINTMENT OF PERSONS TO  
MEMBERSHIP ON CITY BOARDS AND COMMISSIONS

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WHEREAS, the City has various boards and commissions that provide advice and recommendations to the City Council: and

WHEREAS, the City Council wishes to formalize the process and establish guidelines for the selection of persons to be members of City boards and commissions; and

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby adopt the following procedure regarding the appointment of persons to membership on City Boards and Commissions:

1. The City Council directs the City Clerk to advertise the existence of a board or commission vacancy thereby requesting that interested persons, who are registered voters of San Joaquin County (except Planning Commission and Site Plan and Architectural Review Committee applicants who must also reside within City limits), apply for the vacancy. Greater Lodi Area Youth Commission student applicants shall be exempt from the registered voter requirement. Applications are to be accepted by the City Clerk for thirty (30) days.

2. Following the close of the application period, the Mayor will review the applications and at the Mayor's discretion, applicants may be interviewed.

3. Following the completion of Step 2, the Mayor shall submit the recommended names to the City Council for approval. Upon a majority vote of the quorum of the meeting at which the names are presented, appointment shall occur for the term specified.

4. The Mayor in recommending names to the City Council is encouraged to give preference to City of Lodi residents who are registered voters.

Dated: August 20, 2003

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I hereby certify that Resolution No. 2003-156 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 20, 2003, by the following vote:

AYES: COUNCIL MEMBERS - Hansen, Howard, and Mayor Hitchcock

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - Beckman and Land

ABSTAIN: COUNCIL MEMBERS - None

  
SUSAN J. BLACKSTON  
City Clerk

#### 4.5 Evaluation of City Council Appointees (Res. 2002-224)

Pursuant to Resolution No. 2002-224, adopted by the Lodi City Council on November 6, 2002, the City Council shall conduct Council Appointees' evaluations annually over the course of two City Council closed session meetings.

The purpose of Council Appointee evaluations is to: 1) motivate Appointees to work at their highest capacity by jointly establishing job standards and objectives, review progress toward achieving those results, and subsequently plan the Appointee's future development; 2) determine an Appointee's performance level to assist in making appraisals for merit pay increases and disciplinary actions; and 3) serve as a means of communication between City Council and the Appointee.

### 5. COMMISSION APPOINTMENTS

#### 5.1 Commissions

City commissions (which hereinafter include standing Council-appointed boards, commissions, and committees) serve as advisory bodies to facilitate public input and citizen participation in the determination of public policies. This is accomplished by formulating recommended courses of action and policy to the City Council with whom final determination rests. The Planning Commission (LMC Chapter 2.16, "Planning Commission") has authority to make final determination in applicable circumstances (see LMC Title 17, "Zoning").

#### 5.2 Commission Appointments

Resolution No. 2003-156, adopted by the Lodi City Council on August 20, 2003, establishes the policy regarding appointment of persons to membership on City commissions. Commission applicants, with the exception of the Greater Lodi Area Youth Commission, must be registered voters of San Joaquin County, and Site Plan and Architectural Review Commission applicants must be registered voters of the City of Lodi. Pursuant to LMC Section 2.16.010, "Established—Appointment," Planning Commission applicants must be registered voters of the City of Lodi. Applications are to be accepted by the City Clerk for 30 days and shall remain valid and on file for one year. Exception: Full-time and part-time City employees are prohibited from serving on a commission.

Those seeking appointment to a commission must submit an application to the City Clerk's Office. Those commissioners whose terms have expired must submit a new application; terms are not automatically renewed. Following the close of the 30-day application period, copies of all applications will be provided to Council Members for informational purposes, as well as to the appropriate staff liaisons.

Exception: The Greater Lodi Area Youth Commission may conduct independent interviews of all applicants, providing the Mayor with a ranking of the top ten, which he/she shall use in selecting qualified candidates.

The Mayor may request interviews or otherwise determine a selection process and shall submit recommendation(s) for appointment to the City Clerk's Office for placement on the City Council agenda for motion action.

### 5.3 Commission Responsibility

Commissioners should respect the public and staff and shall take seriously their responsibility for reporting to the City Council. Positions taken by appointed representatives should be in alignment with the positions that the Council has taken on issues that directly impact the City of Lodi. Commissioners shall make a good faith effort to attend all scheduled meetings and will notify the City liaison if they will be absent. Each Council-appointed commission shall be designated a staff liaison who shall make certain that the commission is properly instructed on its responsibilities and performance expectations. This may include the issuance of the commission's bylaws or guidelines, as well as copies of The Brown Act and Resolution No. 2006-31, "Rules of Conduct of Meetings, Proceedings, and Business." The City Attorney may from time to time conduct Brown Act workshops for new commissioners.

Commissioners may address the Council on items discussed by their respective bodies but should be limited to the chair or a representative that has been appointed by the commission. This will not take precedence over any individual's first amendment right to address the Council as an individual.

### 5.4 Council Contact with Commissions

Members of the City Council should not attempt to influence or publicly criticize commission recommendations, or to influence or lobby individual commission members on any item under their consideration. It is important for commissions to be able to make objective recommendations to the City Council on items before them. An exception to the Brown Act allows a legislative body majority to attend an open and noticed meeting of a standing committee of the legislative body provided that the legislative body members who are not members of the standing committee attend only as observers, meaning that they cannot speak or otherwise participate in the meeting.

### 5.5 Ad Hoc Committees and Task Forces

The City Council, through the City Manager, shall make certain that all Council-appointed ad hoc committees and task forces are properly instructed in their assigned scope of work and responsibility. The